

**CREATIVE SERVICES REQUEST FORM****TYPE OF SERVICE:**

☐ GRAPHIC DESIGN ☐ OFFICIAL LOGO ☐ WRITING ☐ CONSULTING

**DOCUMENT TYPE:**

☐ FLYER ☐ BROCHURE ☐ AD ☐ POSTER ☐ NEWSLETTER ☐ WEB CONTENT

**BRIEF DESCRIPTION OF DOCUMENT'S PURPOSE:** (for additional space, please include attachment of description of document's purpose.)

**DOCUMENT SPECIFICATIONS:**

SIZE: HEIGHT \_\_\_\_\_; WIDTH \_\_\_\_\_

COLOR: ☐ B/W; ☐ COLOR

IF COLOR, RECOMMENDED COLOR(S): \_\_\_\_\_

TEXT ATTACHED AS SEPARATE DOCUMENT: ☐ YES ☐ N/A

IMAGES ATTACHED IN JPG FORMAT OR PHYSICAL IMAGE(S) FOR SCANNING: ☐ YES ☐ N/A

**SPECIAL INSTRUCTIONS:** (For additional space, please include attachment of special instructions.)

**CONTACT INFORMATION:**

NAME: \_\_\_\_\_ TSU TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

DATE REQUEST SUBMITTED: \_\_\_\_\_ REQUESTED DUE DATE: \_\_\_\_\_

**IMPORTANT NOTE:**

Requests must be completed with *all* necessary attachments/instructions and *submitted two weeks prior* to the requested due date. Any "rush" requests will try to be accommodated, however a guarantee of final product by requested due date will not be made. For assistance, questions or concerns please call x1861.

**FOR INTERNAL USE ONLY:**

RECEIVED BY: (TJ) \_\_\_\_\_ ADDED TO SYSTEM: (TJ) \_\_\_\_\_

APPROVED BY: (MBJ) \_\_\_\_\_ APPROVED BY: (GH) \_\_\_\_\_